

February 9, 1971
9:30 p.m.

MR. PRESIDENT:

1. Lt. General John Vogt will be here tomorrow morning with his own charts. Henry has talked to him and he knows the general order of agenda items. (Vogt is Air Force, as you know, and serves currently as Director of the Joint Staff.)
2. MacGregor and Timmons feel strongly that John Connally should sit at the head table so the briefing paper reads accordingly. If you request a change in this plan, I will handle the matter tonight.
3. I have taken the liberty of leaving four of Secretary Rogers' charts in the Ushers' Office in the event that you change your mind about your participation in tomorrow's briefing session. The Ushers know the charts are there ... and so does John Nidecker.

THE WHITE HOUSE

WASHINGTON

February 9, 1971

MEMORANDUM FOR: THE PRESIDENT

SUBJECT: Business Council Reception at the Residence
Wednesday, February 10, 1971
(Stag - Business Suit)

BACKGROUND

The Business Council was founded in 1933 to advise the Secretary of Commerce. After the break with Secretary Hodges, it became an independent organization ... or more accurately, a non-profit business league. In the words of its recently deceased founder, Sidney Weinberg, its prime mission is to serve the President and his Cabinet when called upon. Meanwhile, it operates on a day-to-day basis as a bridge between the government and business on general policies that affect business.

Mr. William M. Batten, Chairman of the J. C. Penney Company, Inc., is now the Chairman of the Business Council. Mr. John W. Burke is the Executive Secretary.

SEQUENCE OF EVENTS

5:30 p.m. Approximately 120 members of the Business Council will arrive at the White House and be directed to the State Dining Room where they will be served cocktails and hors d'oeuvres.

6:00 p.m. You will proceed to the Grand Hallway for honors and announcement.

You will enter the State Dining Room to "Hail to the Chief" and proceed to a single, stand-up microphone positioned on a small platform in front of the fireplace.

Remarks are attached.

6:10 p.m. Remarks conclude. You may wish to mix informally with your guests for 15-20 minutes. Peter Flanigan will be on hand to accompany you.

NOTE: The Reception will be announced, but there will be no press coverage.

NOTE: The guest list is attached.

Alexander P. Butterfield

Chen

February 9, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Swearing-in of Secretary-Designate Connally

Cabinet Members have been invited to attend the swearing-in of Secretary-Designate Connally to be held at 11:30 a.m. on Thursday, February 11 in the East Room.

Will Attend

Secretary Rogers
Secretary Laird
Attorney General Mitchell
Secretary Morton
Secretary Hardin
Secretary Stans
Secretary Richardson
Secretary Romney
Secretary Volpe
Director Shultz
Ambassador at Large Kennedy

Will Not Attend

The Vice President (in Palm Springs)
Postmaster General Blount (Minneapolis)
Secretary Hodgson (in Miami)
Counsellor Finch (in San Francisco)
Counsellor Rumsfeld (in Colorado)
Ambassador Yost (in New York)

THE WHITE HOUSE

WASHINGTON

February 9, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting

The next meeting of the Cabinet will be held on Tuesday,
February 16 -- beginning at 8:00 a.m.


Alexander P. Butterfield
Deputy Assistant to the President

Chen

February 9, 1971

MEMORANDUM FOR: MR. JOHN C. WHITAKER
FROM: A. P. BUTTERFIELD

Congratulations! You have just been designated
an official anecdotalist.

The attached material will explain your duties.

February 9, 1971

MR. PRESIDENT:

Just after the noon hour Governor Reagan requested a major disaster declaration (under Public Law 91-606) because of the earthquake.

On the basis of investigations conducted thus far, General Lincoln of OEP has recommended that you declare a major disaster for California and authorize such funds as are necessary to provide federal disaster assistance.

You may want to tell Governor Reagan that you authorized this federal assistance.

Chen

February 9, 1971

Dear Mr. Czeszik:

I received your letter this morning telling of your interesting hobby. And because my office immediately adjoins the President's Oval Office (on the west side), I had no difficulty whatever fulfilling your request for a Presidential signature. The signed envelope is enclosed.

Best wishes.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosures

Mr. Chester J. Czeszik, Jr.
4616 Tolbut Street
Philadelphia, Pennsylvania 19136

February 9, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dinner Honoring Apollo 14 Astronauts

The President is giving some serious thought to having a big dinner (rather than the usual small one) in honor of the Apollo 14 astronauts.

Please consider the facts and suggestions which appear below, and prepare a draft scenario for review by Mrs. Nixon and the President.

- Plan the dinner for an evening almost immediately after February 26th (the date of termination of the quarantine period).
- Plan on using round tables and the State Dining Room.
- Plan on inviting, in addition to the three Apollo 14 crew members, appropriate representatives of the ground crew (both at Cape Kennedy and at Houston), the manufacturers and other suppliers, key directors of the mission and officials, U.S. Senators and representatives who serve on key committees and/or have particular interests in the Apollo Program and space exploration in general, etc.

Thank you.

cc: Miss Rose Mary Woods
Mrs. Constance Stuart
Mr. Rex Scouten

bcc: Mr. Charles W. Colson

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 9, 1971

MEMORANDUM FOR: MR. CHARLES W. COLSON
MR. GEORGE T. BELL

FROM: ALEXANDER P. BUTTERFIELD

Please refer all items of an administrative nature -- and all matters concerning guest lists for future White House functions, social or otherwise -- to me rather than to Mr. Haldeman.

Thank you.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 9, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Colombo Dinner

The President wants to use the round tables at the Colombo Dinner. Moreover, he wants one Cabinet Member at each table ... and if there are more tables than Cabinet Members, he wants a very senior Administration official at each. (This means, of course, that we must immediately invite the balance of the Cabinet ... down through UN Ambassador-Designate George Bush.)

At the President's table (also round) we should seat all of the most distinguished guests ... i.e. Prime Minister Colombo and his wife, the Italian Foreign Minister and his wife, the U.S. Secretary of State and Mrs. Rogers, and Mrs. Nixon.

This notice confirms my telephone call of earlier in the day.

cc: Miss Rose Mary Woods
Mrs. Constance Stuart
Mr. Rex Scouten

ADMINISTRATIVELY CONFIDENTIAL

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February 9, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Remarks to the Committee of One Thousand
(later today)

General Harold K. Johnson, former Chief of Staff, U.S. Army, has been unanimously elected President of the Freedoms Foundation. He will replace Kevin McCann who resigned January 16 because of ill health.

Although Johnson cannot be present for the reception later today, Bo Calloway hopes you will make some reference to his election in your remarks and emphasize what a good job you know he will do.

Canon
2-9-71

TELEPHONE CALL

STATE (OR LOCAL) GOVERNMENT

TO: Governor Ronald Reagan
(and/or Mayor Sam Yorty in that most
severe earthquake tremors occurred in
the Los Angeles area)

RECOMMENDED BY: Alex Butterfield

PURPOSE: To make known your concern about the
earthquake which occurred in Southern
California just after 6:00 a.m. Pacific
Time this morning ... and to inquire as
to estimates of property damage,
personnel injury and loss of life.

BACKGROUND: You received initial reports earlier this
morning.

Since then we have learned that at least
4 persons are known to have been killed,
and at least 36 to have been injured.

(Secret Service has reported to me that
there was no damage to your property in
San Clemente.)

TALKING POINTS: 1. State your concern.

2. Inquire about the latest damage, injury
and death estimates.

Rhron
February 9, 1971

9:30 a.m.

LATE NEWS REPORT

A strong earthquake struck Los Angeles for about one minute beginning at 6:02 a.m. Pacific time (9:02 a.m. Eastern time) today. It was felt throughout Southern California with some tremors lasting as long as 5 minutes after the initial shock. There have been some power failures, but details concerning damage have not yet come in.

9:45 a.m.

The National Earthquake Center has just reported that the Southern California earthquake recorded a 6.5 reading on the Richter Scale. Evidently, the quake centered in and around Hollywood. There are some one ft. wide cracks in some of the freeways and unconfirmed reports of fatalities.

Chen

February 9, 1971

MEMORANDUM FOR: MR. REX SCOUTEN
Chief Usher

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Display of Paintings of the Two New
Kennedy Portraits

The purpose of this memorandum is merely to confirm the fact that the President does want the two new Kennedy portraits displayed in the Grand Hall tomorrow (February 10th) while scheduled events are being held in the East Room and State Dining Room. Please be sure that they are appropriately positioned well before the first Democratic congressmen arrive for the 8:00 a.m. breakfast meeting.

Thank you.

cc: Mrs. Constance Stuart
Mrs. Lucy A. Winchester

Chen

February 9, 1971

MEMORANDUM FOR: HONORABLE EMIL MOSBACHER, JR.
Chief of Protocol
Department of State

SUBJECT: Gifts for Italian Prime Minister Colombo

The President has approved the proposals set forth in your memorandum of February 8th concerning gifts for Italian Prime Minister Colombo.

Incidentally, he does want to present a photograph to each State visitor -- either one of himself, one of the First Family, one of the arrival ceremony, etc....whichever is felt to be the most appropriate.

Alexander P. Butterfield
Deputy Assistant to the President

February 9, 1971

MEMORANDUM FOR: MR. FREDERIC V. MALEK
Attention: Mr. Daniel T. Kingsley

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Richard L. Kuersteiner

For whatever interest it may be to you, I am attaching to this memorandum a biographical resume on Richard L. Kuersteiner, a lawyer working in the office of the Navy General Counsel in Vietnam.

Although I do not know Mr. Kuersteiner well, I had the opportunity to observe him during a 1968 legal affairs conference held in the Republic of the Philippines and was impressed by his performance as the conference project officer. Moreover, I know that he was highly thought of by fellow Naval officers at the time.

Incidentally, I have sent copies of this resume to the offices of Mr. John Dean (Counsel to the President) and Mr. Ed Morgan (Deputy Assistant to the President for Domestic Affairs).

Attachment

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 9, 1971

MEMORANDUM FOR: MR. PETER M. FLANIGAN
MR. FREDERIC V. MALEK

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mayor Sam Yorty's Request Concerning
Charles O'Brien

I am attaching for your consideration a letter written to me by Mayor Sam Yorty. As you will note, it concerns the Mayor's request that we find a spot in the Administration for Mr. Charles O'Brien ... preferably a membership on a criminal justice commission.

The President has not seen this correspondence, nor is he aware of the content.

Attachment

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February 9, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mrs. Douglas MacArthur

The President has requested that Mrs. Douglas MacArthur
be invited to a near future social event.

Thank you.

February 8, 1971

MEMORANDUM FOR: MISS ROSE MARY WOODS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Consideration of Additional Name on the
Guest List for the Colombo Dinner

It just occurred to me that we may not have invited the Chief Justice to the Colombo Dinner ... or if he is to be out of town, some other member of the Court. I recall a memorandum which came to me from either Bob or the President (back around early or mid-December) stating that this was the President's desire.

I am guilty for not having said something about this earlier, but I just remembered it this morning.

Chen

February 8, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Messages for TV Spots
and Other Similar Purposes

The President pointed out to me this afternoon that the text of the TV spot he was to make on the Environmental Message was "170 words in length ... 70 words too long".

He feels very strongly that all of these film clip messages should be held to a maximum of 100 words.

Thank you.

February 8, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BRIGADIER GENERAL JAMES D. HUGHES
Military Assistant to the President

Attention: Major John V. Brennan, USMC

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: National Park Service Facilities
Reference: My memorandum to you on this
same subject of January 21, 1971
(Administratively Confidential)

I will need the report requested in the referenced memorandum right away so would appreciate your expediting its completion. If it will not be possible for you to complete the report by Wednesday, please give me whatever material you have put together to date.

Many thanks.

ADMINISTRATIVELY CONFIDENTIAL

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February 8, 1971

MEMORANDUM FOR: MR. JOHN R. BROWN, III
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Letter to Secretary Romney
from the President

Here is a letter to Secretary Romney prepared for the signature of the President. As you will note, there is no accompanying signature card or cover memo. Evidently it was sent from Ehrlichman's office to Haldeman's office ... then brought in to me by Pat McKee.

Please see to it that it is put in proper order for signing.

Thank you.

Attachment

Chen

February 8, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MR. SANFORD L. FOX
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Dr. Arthur F. Burns

In order to preclude the probability of our making more guest list errors in the future, you should delete Dr. Burns' name from the precedence list which we maintain ... and from any listing you might have of "current members of the President's Cabinet".

As I mentioned to you personally during a talk we had sometime prior to Christmas, Dr. Burns is in no way, shape or form a member of the Cabinet. The President has only instructed that he be given Cabinet-level rank, immediately behind the U. S. Representative to the United Nations, and that this designation be recognized by the Department of State and the White House at all social functions which Dr. Burns attends.

One more item -- and somewhat related to the foregoing: Assuming that Messrs. Connally, Kennedy and Bush take over their new official duties soon, the order of precedence of Cabinet Members will be as listed below.

The President
The Vice President
Secretary of State
Secretary of the Treasury
Secretary of Defense
The Attorney General
The Postmaster General
Secretary of the Interior
Secretary of Agriculture
Secretary of Commerce
Secretary of Labor

Secretary of HEW
Secretary of HUD
Secretary of Transportation
U. S. Ambassador at Large (David M. Kennedy)
Director of OMB (George P. Shultz)
Counsellor to the President (Robert H. Finch)
Counsellor to the President (Donald Rumsfeld)
U. S. Representative to the United Nations (George Bush)

cc: Mrs. Lucy A. Winchester

bcc: William J. Hopkins

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February 8, 1971

MEMORANDUM FOR: MR. LILBURN E. BOGGS
Assistant Director, Protective Forces
U. S. Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposed Repair of Gazebo(s) at the
Western White House

There is no objection at the staff level to your proceeding with whatever gazebo construction and repair is necessary at the Western White House.

cc: Major John V. Brennan, USMC
Office of the Military Assistant to the President
Robert H. Taylor, SAIC
U. S. Secret Service

Chen

February 8, 1971

Dear Dick:

This is just a note to tell you that I enjoyed hearing from you and learning of the work you are doing now in Vietnam. Give Harland Cope my warmest regards when you see him.

Your resume -- along with a cover memorandum from me -- has gone to two offices here at the White House which are looking for "bright young men" ... as well as to our central personnel office. I know that you won't expect miracles, but there is at least a chance that something will come up.

Don't hesitate to keep in touch.

All the best.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

P.S. I saw Joe and Cathy McDevitt at the White House Worship Service yesterday morning. And we had a pleasant 15-minute chat about old times -- including the PACOM legal conference at Baguio.

Richard Lee Keursteiner
Counsel, OICC, RVN
Box 101, Code 20-C
FPO San Francisco 96626

February 8, 1971

MEMORANDUM FOR: MR. PETER G. PETERSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Mr. Stephen Enke

I am attaching to this memorandum a resume on Mr. Stephen Enke, an exceptionally bright and capable gentleman whose "specialty areas" are international economics and economic development. He has done a considerable amount of work for the government and is known very well by Peter Flanigan and his assistant, Jon Rose.

If you should be interested in using Mr. Enke in any sort of consulting arrangement, I would suggest that you contact Messrs. Flanigan and Rose... and possibly Jim Schlesinger in OMB as well.

Attachment

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February 8, 1971

PERSONAL

Mrs. Nixon:

I hope that the valet, Mr. Catalino Minor, has not continued to bother you with the unemployment problem of his relative, Mr. Alfredo Cacanindin ... but if he should mention it again, here is the latest status:

Cacanindin has been working part time. Meanwhile, he has been interviewed frequently by Administration agencies as well as by the DC Government ... all at the initiative of our personnel office here at the White House. There seem to be two major difficulties -- (1) he is not really a qualified engineer, at least by American standards; and (2) he is not a citizen, and few government agencies and offices are allowed to hire aliens.

I will not take your time with this matter again, but please know that someone is on top of things and looking after Cacanindin's best interests.

Alexander P. Butterfield

Chen

February 8, 1971

MEMORANDUM FOR: MR. STEPHEN B. BULL
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Recognition of Ministers
Who Officiate at White House Worship Services

Steve:

I would appreciate being assured that each minister who has officiated at a White House Worship Service this calendar year has received, or will receive, an autographed photo of the President and Mrs. Nixon, a Presidential thank you letter, a recording of the Worship Service, a Bible signed by the President and a Certificate of Appreciation.

Many thanks.

Chen

February 8, 1971

PERSONAL

Dear Fred:

This is just a quickie to let you know that I have spoken personally to the four individuals (other than Jon Huntsman) that I interviewed for the Staff Secretary position ... and told each of my selection of Huntsman.

Once again, my thanks to you and Mo for the time you set aside to attend to the spadework -- and for the expeditious and efficient manner in which you both worked. You made my role very easy, indeed, and I'm grateful.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Mr. Frederic V. Malek
The White House

Canon

February 8, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: BRIGADIER GENERAL JAMES D. HUGHES
Military Assistant to the President

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Promotions for Apollo 14 Astronauts

Today the President approved the recommendation of the Secretary of Defense that the existing astronaut promotion policy be followed in the cases of Apollo 14 astronauts.

Additionally, he directed that Captain Alan B. Shepard be selected for advancement to the grade of Rear Admiral "soon". I understand this to mean "during the next regular Captain to Rear Admiral promotion cycle" ... if it is known by the Department of the Navy that Shepard does not plan an early retirement.

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 8, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. ROBERT H. FINCH
MR. DONALD RUMSFELD
MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. PATRICK J. BUCHANAN
MR. WILLIAM L. SAFIRE
MR. RICHARD A. MOORE
MR. NOEL C. KOCH
MR. LEE W. HUEBNER
MR. DE VAN L. SHUMWAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Anecdotal Reports of Presidential Activities

(Ref: My memorandum of February 6th
on this same subject)

I thought it might be appropriate to send each of you some previously written "color reports", and some sample reports, so that you can get a better feel for the kind of format we are looking for.

You will recall that reports can be either typed or written out in longhand ... and that even when nothing of special interest occurs during Presidential activities, negative reports to the Staff Secretary will be required.

There is one more item which I should have mentioned in my earlier memorandum: The dates which appear at the top of the page on your color reports should coincide with the date of the event.

Thank you.

Attachments

PERSONAL/CONFIDENTIAL

January 26, 1971

MEMORANDUM FOR THE PRESIDENT'S FILE

FROM: DICK MOORE *DM*

SUBJECT: ANECDOTES - The President's Open Door House,
January 26, 1971

Terence Cardinal Cooke, Archbishop of New York, and Military Vicar, visited the President from approximately 5:00 P.M. to 5:45 P.M. in the Oval Room today. Also present were General Haig and the Cardinal's aide, Monsignor Murray.

The press was present for pictures at the beginning and then retired.

The Cardinal had just recently returned from an extensive trip to the Far East, including visits to 40 different camps and installations in South Vietnam.

After the meeting General Haig and I reviewed the conversation with Ron Ziegler, who thereupon briefed the reporters in the press room.

In terms of anecdotal material, the meeting was not the kind that would provide specific incidents, or direct quotes. Yet it certainly conveyed some very significant impressions of the President and I am noting them.

1. The President and Cardinal Cooke seemed to have a very close and cordial relationship with strong mutual respect. It was a reunion of 2 friends without sense of rank. I noted that the President was thoroughly enjoying the visit and he kept the Cardinal beyond the time scheduled for the meeting. When a biographer or magazine writer is doing a piece about President Nixon, his very warm, personal friendship between the Catholic Prelate and the Quaker President could be a useful and revealing fact.

The purpose of this memorandum is not to recount detailed discussion of what Cardinal Cooke saw and heard on his trip, but rather the President's deep and probing interest in everything that Cardinal Cooke reported. His narrative was interrupted by constant questions by the President on subjects which included the following: Vietnamization; troop morale; drugs, Vietnamize attitudes at all levels; the prisoners; casualties; results of Cambodia and policy questions relating to every aspect of the war and our role in it. Highlights were perhaps the mutual concern of the two men with casualties, their revulsion at Hanoi's treatment of American prisoners as pawns and a broad concern for the fate of millions of people which will be affected by our policies and actions.

In summary: This was a conversation in which there was a sharing of a sense of moral and spiritual values.

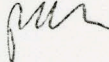
Footnote:

At the close the Cardinal presented the President with a silver medallion marking his own 25th anniversary as a priest. The President was pleased and interested, but expressed good natured chagrin that his intelligence sources had not advised him of the important anniversary so that he could have participated.

RAM/aep

February 2, 1971

MEMORANDUM FOR THE PRESIDENT'S FILE

FROM: DICK MOORE 

SUBJECT: ANECDOTES - The President's Open Door Hour
February 2, 1971

The "Hour" lasted from noon to about 1:25 P.M. There were nine events. The names and details are in the attached memorandum.

The press was present for several of the events and were briefed on others afterwards. The UPI carried good reports on the President's visits with twelve students who had been to Vietnam; the presentation of the Heart Award to Speaker Albert; and the presentation to Shorty Smith, the truck driver of the year.

The Associated Press used these same stories, plus the Big Brother Award.

The wire clippings are attached.

In terms of providing an insight into the President, the institution of the "Open Door Hour" itself would make a good column or story. For example, today's visits demonstrate the following:

1. Far from being aloof or impersonal toward the people who work for the Administration, the President goes out of his way to give them personal attention. Moreover, his visits with Administration people are not perfunctory. The President does his homework and invariably gets into discussions of substance involving the visitor's speciality. Examples today were:

a. The visit of our new Ambassador to Columbia, Mr. Saccio. (A good discussion of India, Mr. Saccio's most recent post.)

b. Farewell visit by Hilary Sandoval, former SBA Administrator. This could have been just a picture-taking.

Instead the President realized that Sandoval wanted to take this opportunity to make some points to the President, and invited him to sit down for a good discussion. Sandoval had several suggestions about what we can do for the Mexican - Americans. The President took out his yellow pad and made notes, and it is apparent that the visit obviously meant a great deal to Sandoval.

c. Harry Flemming brought in five young men who worked for him in EOB, none of whom had met the President before. Each one got a chance to tell the President about his duties. Again it was more than perfunctory. The President gave each of them cuff links and then offered them pins for their wives. It turned out that only one of them was married. All the better, said the President, you bachelors can get more mileage with this Presidential pin than a married man.

2. The President Enjoys People.

One often reads that the President does not meet people easily or enjoy small talk, but that is usually said by someone who has not seen him in action.

Examples:

a. He thoroughly enjoyed the visit with Shorty Smith, the truck driver of the year who has driven four million miles without an accident, and they had quite a discussion. At one point he said to Mrs. Smith, I suppose you never worry about Shorty when he is driving. Her reply "Only when he is hauling dynamite" broke the President up. He repeated this bit when the press came in and enjoyed it all over again.

b. The Heart Award to Speaker Albert as the "heart attack man of the year" could have been a dull session, but the President's line, "I just don't want you to give this award to me" took care of that. Even Albert enjoyed it.

3. The President does get along with young people.

The most interesting session was the visit by twelve college students who had just returned from Vietnam and Cambodia. The President talked individually with each one and then joined in an intensive discussion. As in the case of Cardinal Cooke, he was eager to hear what they had seen and almost everyone of them had something to say individually to him. He let the visit run overtime and one could tell he was deeply grateful for the kind of support which the young people expressed, particularly on the Cambodia venture.

Feb. 8, 1971

Memo For The President's File

From: A.P. Butterfield

Subj: Color Report - The President's Mtg with John Smith
Freshman student at Ohio State Univ. (Feb. 8)

(1) Anecdotes: A) _____

B) _____

(2) Info passed to Zigler just before noon.

(3) No further action taken yet - but I will get info
out to Newsweek & Time reps (Mtg with each in my
office tomorrow)

(4) Recommend Klein run with these. They are both
the kinds of things he can get to columnists. Bob Finkel
& Herb Klein may want to use these in near future
speeches or interviews.

Feb. 9, 1971

Memo For The President's File

From: A.P. Butterfield

Subj: Color Report - The President's Mtg with 6 Mbrs
of the Business Council (Map Room) - (Feb 9)

Nothing to report - mtg was very short - no color

Feb. 9, 1971

Memo For The President's File

From: AP Butterfield

Subj: Color Report - The President's Mtg With The Cabinet
(Feb 9)

① Anecdote: As the mtg terminated, the President stood as if to depart the Room - then stopped short and turned back to face the members. Beginning in a soft, almost inaudible voice, he said. "_____

He paused momentarily and then although all present were standing, none moved. The Room was deadily silent. Then the President went on to say - in essence that

② Zigler was present, so heard. I spoke to him about the impact the President's words so obviously had & he said that he planned to get the mood, etc to the WH press corps right away. (Klein, Finch, Rumsfeld & Sofie also present.)

③ I personally briefed Shumway - then called "outlets" who were present at mtg. He promised to move ahead on this one now

February 8, 1971

MEMORANDUM FOR: CHIEF LAURENCE B. QUIMBY
Executive Protective Service

SUBJECT: Commendation of Sergeant Otto Drengwitz
of the Executive Protective Service

I have just read Assistant Director Thomas Kelley's report concerning the alertness and excellent judgment displayed by Sergeant Drengwitz on the occasion of his detecting symptoms of mental illness of, and refusing entry to the White House to, the individual who falsely claimed on January 20th that he had an appointment with the White House Press Office ... and I want to add my commendation and compliments to those already expressed by Secret Service and EPS officials.

Alexander P. Butterfield
Deputy Assistant to the President

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 8, 1971

Determined to be an
Administrative Marking
Not National Security Information
By JRS NARA Date 3/29/2016

CONFIDENTIAL

MEMORANDUM FOR: MRS. CONSTANCE STUART
MRS. LUCY A. WINCHESTER

FROM: ALEXANDER P. BUTTERFIELD *A*

SUBJECT: Foreign Visit Schedule (Unconfirmed)

I am attaching what amounts to a proposed foreign visit schedule for the calendar year 1971. With the exception of the visit of Prime Minister Colombo of Italy, the visits listed, and the dates set aside for them, are subject to change.

As yet, nothing even tentative has been arranged for the trips to Washington by the King of Thailand and General Gowon of Nigeria.

Attachment

CONFIDENTIAL

**RICHARD NIXON PRESIDENTIAL LIBRARY
DOCUMENT CONTROL SHEET**

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

2-6-71
Chen

TELEPHONE CALL

CABINET

TO: Secretary Elliot L. Richardson

RECOMMENDED BY: Alex Butterfield

PURPOSE: To acknowledge the excellent job he did the other day while testifying before the Ways and Means Committee in Executive Session on Welfare Reform and Social Security.

BACKGROUND: Elliot testified earlier in the week before the Ways and Means Committee in Executive Session. As is normally the case, he knew his lesson well and did a first class job.

TALKING POINTS: Tell him that you heard of the good job he did testifying before Ways and Means, that you know they are a tough group, and that you are proud of the way he represented the Administration.

TELEPHONE CALL

CABINET

2-6-71
cron

TO: Secretary Clifford M. Hardin

RECOMMENDED BY: Alex Butterfield - Dick Nathan concurs

PURPOSE: To tell him you heard about the good speech he made at Williamsburg, Virginia earlier this week ... to the "follow-up" conference (13 months later) to the December 1969 White House Conference on Food and Nutrition.

BACKGROUND: None

TALKING POINTS: Tell him that you heard about his excellent speech before the food and nutrition group, and that you appreciate the way he is representing the Administration.

Chron

February 6, 1971

MR. PRESIDENT:

Here are editorial and news
articles for your weekend reading.

A

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 6, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. ROBERT H. FINCH
MR. DONALD RUMSFELD
MR. HERBERT G. KLEIN
MR. RONALD L. ZIEGLER
MR. PATRICK J. BUCHANAN
MR. WILLIAM L. SAFIRE
MR. RICHARD A. MOORE
MR. NOEL C. KOCH
MR. LEE W. HUEBNER
MR. DE VAN L. SHUMWAY

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Anecdotal Reports of Presidential Activities

Over the past 2-week period we have been experimenting with various schemes for picking up and getting to the attention of the public in anecdotal form the humorous, the colorful, and the otherwise interesting and different extra things which so often occur during Presidential ceremonies, conferences and meetings. Whereas a number of people have spoken up on the matter, and in so doing stated a variety of opinions, all have agreed that the idea is a good one and that putting it into effect is an absolute must.

The purpose of this memorandum, therefore, is to set before you a few relatively simple procedures which we believe to be essential to the maintenance of a really effective anecdotal reporting program revolving around the daily activities of the President.

But first a point or two by way of clarification:

- (1) The mission of the "anecdotalist" is quite different from that of the writer of a "Memorandum for the President's File". A memo writer is assigned to sit in on each event which is not public ... that is, each event at which the proceedings are

not recorded by the White House Communications Agency or covered by the press. An anecdotalist is assigned to every meeting, public and private, at which there might occur a newsworthy item relating to the human side of the President.

- (2) The memo writer is almost always a staff member of the office having prime interest in the particular Presidential meeting or event. More often than not, he is the individual who prepared the briefing paper for the President and who is most familiar with the purpose and background, and with the subject to be discussed. Although it is true that he too should be alert to color, tone and mood, his chief concern is substance ... and in mentally noting commitments made by either the President or his visitors so that he can take whatever follow-up action might be necessary. The anecdotalist, on the other hand, is somewhat special. He is one who has the ability to observe more closely than most, and to instantly recognize "the little things" -- the witticisms and catch-phrases, the expressions, the poignant moments ... all of which when occurring in the Presidential environment reveal in a variety of ways the warm and generous and human side of the man who serves as President. And what he captures, the anecdotalist can tell and write about descriptively.
- (3) It is important for both the memo writers and the anecdotalists to get their reports on paper immediately (while events are still fresh in their minds) so that little or nothing of significance is lost. The report of the memo writer is then sent through the Staff Secretary to the President's Personal File where in all probability it will remain unseen until the end of the Administration when historical records are reviewed and pieced together. The color report of the anecdotalist is destined also for its chronological niche in the President's Personal File, but in almost all cases the information which it bears must be moved without delay by way of our news media outlets (Messrs. Safire, Buchanan and Shumway ... and in press conferences and speeches of their own, Messrs. Finch, Rumsfeld, Klein and Ziegler) to the eyes and ears of the American public.

- (4) Finally, I should list the names of currently designated "anecdotalists" and "outlets".

Anecdotalists (or Color Writers)

Mr. Finch
Mr. Rumsfeld
Mr. Klein
Mr. Safire
Mr. Buchanan
Mr. Koch
Mr. Moore
Mr. Huebner

Outlets to the News Media

Mr. Finch
Mr. Rumsfeld
Mr. Klein
Mr. Ziegler
Mr. Safire
Mr. Buchanan
Mr. Shumway

Each anecdotalist, or color writer, will receive advance notice from the appointments office informing him of the times and dates of the meetings, conferences, ceremonies and social functions he is to attend. If it will be impossible for him to attend because of a higher priority commitment, he need only make that fact known to the appointments office (usually Steve Bull or Mrs. Beverly Kaye) right away so that another member of the "anecdotalist pool" can be assigned to cover the activity.

Here then are the procedures to be followed:

- (1) At the termination of the event being covered -- assuming something occurred worth reporting -- the anecdotalist should go directly to the office of either the Press Secretary or the Deputy Press Secretary and describe orally what happened or what was said. This person-to-person report should be made by the anecdotalist enroute back to his own office, not at a later time. This is the first step, and one of the most important.

- (2) Again, assuming that an anecdote or two are picked up, the anecdotalist must next record it (or them) on paper. He should do this in his own style, being as brief or as elaborate as he, himself, thinks appropriate.
- (3) Then, on that same sheet of paper, he should add these two bits of information:
 - a) What he plans to do with the item to help get it out (if he feels that he can contribute).
 - b) What he thinks others might be able to do with the particular item(s), i.e. what special actions he recommends ... if any.

NOTE: It may well be that what occurred in the meeting or at the ceremony, or whatever, is something which should not be disseminated right away, but saved -- perhaps for insertion later in a speech or a book. In most cases, however, the anecdotes should be moved out to the attention of the public that very day, or the next, via news reporters, TV commentators and columnists.

- (4) Before the close of business on that same day, the "color report" -- typewritten or in longhand -- should be sent to the office of the Staff Secretary. He (the Staff Secretary) will get confidential copies to the seven persons listed above as "outlets", and they will take whatever actions they deem appropriate.

The setting forth of these procedures is not meant to preclude the application of changes at a later date. It would seem best, however, to work with this system, complying as best we can with these instructions, for at least 4-6 weeks before considering any sort of major modification.

Thank you.

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